Application Form

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| **PRIVATE AND CONFIDENTIAL**   |  | | --- | | Post Title: | | How did you hear about this vacancy: |  |  |  |  | | --- | --- | --- | | PERSONAL DETAILS | | | | Title (e.g. Mr, Ms, Mrs, Miss, Mx):      First Name: | | | | Surname/Family Name: | | | | Address: | | | |  | | Post Code: | | Tel. (home): | Tel. (mobile): | | | Tel. (work): | (Tick box if you do not want to be  contacted at work). | | | E-mail: | | |  |  |  |  | | --- | --- | --- | | ELIGIBILITY TO WORK IN THE UK | | | | **The Asylum, Immigration and Nationality Act 2006** makes it a criminal offence for employers to employ a person who is not entitled to work in the UK. Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview. | | | | **Do you have the right to work in the UK?** | **Yes** | **No** |  |  |  | | --- | --- | | **EDUCATION AND QUALIFICATIONS** | | | Please tell us about your education and qualifications that are relevant to the post, including qualifications gained overseas. Include courses you are currently undertaking. | | | **Subject** | **Level/Qualification and Grade** | |  |  | |  |  | |  |  | |  |  |  |  | | --- | | TRAINING AND OTHER RELEVANT EXPERIENCE | | Please give details of any training you have received or courses which did not lead to a qualification but which you feel are relevant to the post. This can include formal and informal, in-house and external training. | |  | |  |

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| **Please give details of any voluntary work or community activity you have done:** |
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| EMPLOYMENT HISTORY | | |
| Please give details of all your work history starting with your most recent employment. Continue on a separate sheet if necessary. You can include any work experience placements if they are the most recent. Please include reasons for any breaks in employment. | | |
| **Name of current/most recent employer**: | | |
| Address: | | |
| Job Title: | | |
| Salary: | Employed from: | To: |
| Brief description of duties and purpose of the job: | | |
| Reason for leaving/intending to leave: | | |
| **Name of Employer/Organisation**: | | |
| Address: | | |
| Job Title: | Employed from: | To: |
| Brief description of duties: | | |
| Reason for leaving: | | |
| **Name of Employer/Organisation**: | | |
| Address: | | |
| Job Title: | Employed from: | To: |
| Brief description of duties: | | |
| Reason for leaving: | | |
| **Name of Employer/Organisation**: | | |
| Address: | | |
| Job Title: | Employed from: | To: |
| Brief description of duties: | | |
| Reason for leaving: | | |
| **Name of Employer/Organisation**: | | |
| Address: | | |
| Job Title: | Employed from: | To: |
| Brief description of duties: | | |
| Reason for leaving: | | |

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| PERSONAL STATEMENT |
| After reading the job description and person specification please complete this section. By using relevant and specific examples, please demonstrate how you meet the criteria set out in the Person Specification. Please limit your statement to no more than 1,500 words. Invitation to interview for the position will depend on how well you meet the set criteria. |
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| REHABILITATION OF OFFENDERS ACT | | |
| Under the provision of this Act you must give details of any unspent offences.    All successful applicants will be subject to an enhanced Disclosure and Barring Service check when the provisions of the Act apply, e.g. when the job entails working with children or other regulated activities (Schedule 4 of *the Safeguarding Vulnerable Groups Act 2006*, as amended by *the Protection of Freedoms Act 2012*). This may require you to give details of spent as well as unspent offences.  However, the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions (largely related to the passage of time and seriousness of the offence) are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website (see <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>).  The disclosure of convictions will not necessarily be a bar to employment and only relevant convictions will be taken into consideration at shortlisting or interview stage. | | |
| Have you any unspent criminal convictions or cautions? | Yes | No |
| If YES please give brief details, (the nature of the offence; place and date of judgement; sentence). | | |

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| OTHER INFORMATION | |
| Please give dates of any holidays arranged: | |
| Do you have any commitments which might require you to work flexible hours? | Yes  No |
| Are there any special arrangements you would require for an interview or if offered the job? | Yes  No  If Yes, please provide brief details: |
| How much notice are you required to give to leave your present employment? | |

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| REFERENCES | |
| Please give names, addresses and telephone numbers of two persons who can confirm your suitability for this position. This will usually be your present or most recent employer (paid or voluntary work). Relatives or partners are not acceptable as work references. All appointments are subject to the receipt of references satisfactory to HMSC. | |
| ***First Referee*** | ***Second Referee*** |
| Name: | Name: |
| Position: | Position: |
| Organisation: | Organisation: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |
| How is referee known to you? | How is referee known to you? |
| Can we contact them prior to interview? | Can we contact them prior to interview? |

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| I confirm that the above information is correct to the best of my knowledge. I understand that HMSC will use and keep information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the period set out in the Organisation’s employee privacy notice. | |
| Signed | Date |

Please complete the form by typing in the boxes and return it by email to:

[joinus@haringeymsc.org](mailto:joinus@haringeymsc.org)

We would be grateful if you could also complete and return the Equal Opportunities Monitoring Form contained in the Application Pack. We will separate the form from this application and it will not take part in any selection process.